



February 22, 2018

Dear Resident/Property Owner:

The City of Douglas is proposing to construct a public water main that will run in front of your property and create a Special Assessment District that will require the properties that benefit directly from the new water main to pay a portion of the cost. You are receiving this letter because you have a non-standard connection to the public water system that your inclusion in this Special Assessment District water main project is intended to remedy.

The Special Assessment Ordinance requires that we provide you with the following information so that you are aware that you have been included in a Special Assessment District, that your property is subject to a special assessment, that you are aware that a Public Hearing has been scheduled and that you have a right to appeal the assessment and the water main project.

**A Public Hearing has been scheduled for the regular City Council meeting on March 5, 2018 which begins at 7:00 p.m. and will be held at the Douglas City Hall located at 86 W. Center Street, Douglas, Michigan, 49406.**

**At the Public Hearing, all interested persons or parties shall present in writing, their objections, if any, to the improvement and the assessments against them.**

**Appearance and protest at the hearing in the Special Assessment proceedings is required in order to appeal the amount of the special assessment to the State Tax Tribunal. An owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance or protest by letter and his or her personal appearance shall not be required.**

**The owner or any party having interest in the real property may file a written appeal of the Special Assessment with the State Tax Tribunal within 30 days after the confirmation of the Special Assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.**

Attached for you to review is a map showing the properties, including yours, that are part of the Special Assessment District along with our engineer's estimate of the cost to construct the new water main. Also included is a question and answer page that I hope will cover the basic questions you may have. The Special Assessment Ordinance is Chapter 94 and is part of the City Code which you can find on the City of Douglas web page: [www.ci.douglas.mi.us](http://www.ci.douglas.mi.us). You can also visit us at City Hall or call us at 269-857-1438 and we will be glad to answer questions you may have about this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'William LeFevere', written in a cursive style.

William LeFevere  
City Manager